

# STARS

Student Tracking and Reporting System

**Electronic Elementary  
Report Card  
PILOT**

**Teacher Assistant  
Mark Entry Guide  
eSIS v 10.1  
Version 1**

**Updated on:  
January 14, 2009**



**STARS**  
Student Tracking and Reporting System

## Electronic Elementary Report Card

**PILOT**

**Teacher Assistant**

**Mark Entry Guide**

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### **Overview**

The DC STARS Electronic Elementary Report Card Teacher Assistant Mark Entry Guide is designed to provide detailed information on entering student marks and comments on the DCPS Elementary Report Card generated in DC STARS.

### **Objectives**

Upon completion of this session, participants will be able to:

- Log into DC STARS.
- Change Password.
- Enter marks by student.
- Enter comments by student.
- Enter marks by homeroom or class.
- Enter comments by homeroom or class.
- Print report cards

### **Participant Pre-requisites**

None



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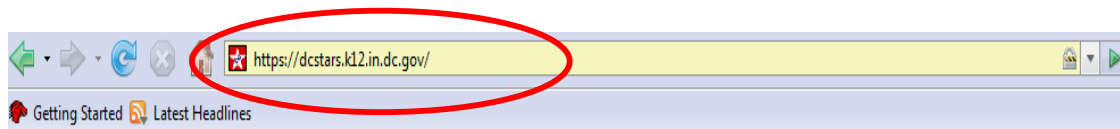
### Teacher Assistant

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## Logging into DC STARS

### 1.0 Launch Internet Explorer

1.1. Place the cursor in the website address line, type “https://dcstars.k12.in.dc.gov” and click the green arrow or press ENTER. (For remote access type “https://dcstars.k12.dc.gov”)



The DC STARS homepage will open.

The Home Page contains important announcements and information regarding the system and the various training sessions.



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1.2 Click the Login icon to enter username and password.



1.3 The Logon window will open as shown below.

1.4 Enter your Username, Password, and the Database (STARS)



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### Changing Passwords

**Teacher Assistant** — **My Students:** Basic Demographics | Academic Progress | Student Absences | Other Features

☒ Classes ☐ Home Rooms ☐ Teams  
☒ Today's Classes ☐ Curr Students ☐ All Students

Course	Sec	Title	S	T	D	P	AC
AA4	3	AA4	0	0	0	01	

**My Classes:** Attendance: List | Ph... | Summary  
Condensed Att. Entry  
Spreadsheet | Single  
Reports  
Mark Entry  
Setup Options

**eSIS**

Name	Phone	...	Birth Date	Age	S...	Contact
02)610-0648	03		01/11/2000	8	0	Info
02)575-1886	03		03/25/2000	8	0	Info
02)248-1884	03		07/25/2000	8	0	Info
02)248-0116	02		12/08/1999	9	0	Info
02)558-9084	03		11/06/2000	8	0	Info
02)581-5293	03		08/27/1999	9	0	Info
02)583-0177	03		01/18/2000	8	0	Info
02)889-5729	03		05/08/1999	9	0	Info
02)610-5544	03		04/01/2000	8	0	Info
02)307-9122	03		10/20/2000	8	0	Info
40)605-3786	03		06/07/2000	8	0	Info
02)248-0664	03		11/09/2000	8	0	Info
02)747-8006	03		10/20/2000	8	0	Info
02)584-0236	03		10/18/2000	8	0	Info
02)544-1285	03		05/10/2000	8	0	Info
02)581-2744	03		07/29/2000	8	0	Info
02)581-3677	03		05/22/1999	0	0	Info

Save Sequence

1. Click the **Navigate** button to call the **Navigate To** window.

1.2 The <b>Navigate to</b> screen opens.	1.3 Type <b>%password%</b> on the top line. Click the <b>Find</b> button.	1.4 The <b>Oracle Change Password</b> is highlighted. Click the <b>Navigate to</b> button to call the screen.



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- 1.5 Enter your old password
- 1.6 Enter your new password
- 1.7 Verify your new password
- 1.8 Enter your DCPS E-mail Address
- 1.9 Select the SAVE button.

**NOTE: Only DCPS issued E-mail addresses may be entered.**

**Note: Passwords expire every 45 days, and must be changed**

- Password must at least be 8 characters long
- Password must have a number and a letter
- Password cannot be same as the user name
- Password must be changed the first time user logs in to the system and again every 45 days
- New Passwords have to be different by at least 3 characters from the old password



## Mark Entry by Student

The Class Changes Notification screen may be the first window to display after logging into Teacher Assistant. This screen notifies the teacher of any student changes within their homeroom/class. Click the **OK** button to close this window.

Class	...	...	...	P	Student Name	Message	Adm. Date	Effective D...	Read?
Advisory(3)	0	0	0	01		New to Class	08/25/2006	09/02/2008	<input type="checkbox"/>
Advisory(3)	0	0	0	01		New to Class	08/09/2006	09/02/2008	<input type="checkbox"/>
Advisory(3)	0	0	0	01		New to Class	08/19/2008	09/02/2008	<input type="checkbox"/>
Advisory(3)	0	0	0	01		New to Class	08/18/2008	09/02/2008	<input type="checkbox"/>
Advisory(3)	0	0	0	01		New to Class	08/25/2007	09/02/2008	<input type="checkbox"/>
Advisory(3)	0	0	0	01		New to Class	08/13/2008	09/02/2008	<input type="checkbox"/>
Advisory(3)	0	0	0	01		New to Class	09/08/2008	09/02/2008	<input type="checkbox"/>
Advisory(3)	0	0	0	01		New to Class	08/08/2008	09/02/2008	<input type="checkbox"/>
Advisory(3)	0	0	0	01		New to Class	09/06/2005	09/02/2008	<input type="checkbox"/>
Advisory(3)	0	0	0	01		New to Class	08/23/2008	09/02/2008	<input type="checkbox"/>

From the Teacher Assistant start screen, the teacher must navigate to the DCPS Mark Entry screen for Elementary School students.





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1. Click the blue **Navigate** button, the **Navigate To** window will display.


**Teacher Assistant** **My Students:** Basic Demographics Academic Progress Student Absences Other Features

☐ Classes ☐ Home Rooms ☐ Teams  
☒ Today's Classes ☒ Curr Students ☐ All Students

Course	Sec.	Title	S	T	D	P	AC
AA4	3	AA4	0	0	0	01	

**My Classes:** Attendance: List Ph... Summary  
Condensed Att. Entry  
Spreadsheet Single  
Reports  
Mark Entry  
Setup Options

Name	Phone	Birth Date	Age	S...	Contact
10-0648	03	01/11/2000	8	0	Info
75-1886	03	03/25/2000	8	0	Info
48-1884	03	07/25/2000	8	0	Info
48-0116	02	12/08/1999	9	0	Info
58-9084	03	11/06/2000	8	0	Info
81-5293	03	08/27/1999	9	0	Info
83-0177	03	01/18/2000	8	0	Info
89-5729	03	05/08/1999	9	0	Info
10-5544	03	04/01/2000	8	0	Info
07-9122	03	10/20/2000	8	0	Info
05-3786	03	06/07/2000	8	0	Info
48-0664	03	11/09/2000	8	0	Info
47-8006	03	10/20/2000	8	0	Info
84-0236	03	10/18/2000	8	0	Info
44-1285	03	05/10/2000	8	0	Info
81-2744	03	07/29/2000	8	0	Info
Piper, Mark	03	05/22/1999	9	0	Info

Save Sequence 



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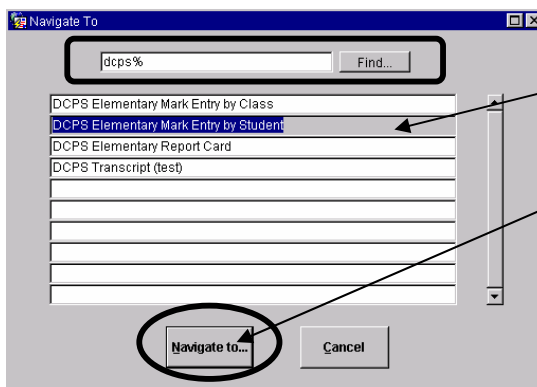
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2. In the **Find** field of the **Navigate To** window, type **dcps%** and click the **Find** button. A list of entries that begin “DCPS” will display.

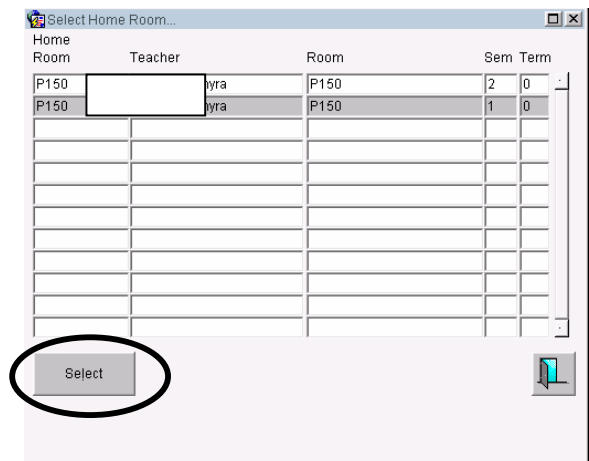


2.1. Locate and click the **DCPS Elementary Mark Entry by Student**.

2.2. Click the **Navigate to** button to enter the module.

3. Click the **Select** button.

*Note: Education Campuses do not need to select a homeroom; grades may be entered for all advisories under the highlighted homeroom.*





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4. The DCPS Mark Entry Screen will display. Use the drop down menu to select the **Reporting Term**.

The screenshot shows the 'Mark Entry Screen' window. A dropdown menu for 'Reporting term' is open, showing options: ADV 1-YR, ADV 2-YR, ADV 3-YR, and Jun Marks -YR. The 'Student Data' section includes fields for Last Name, Preferred Name, Pupil No., and Grade. The 'Performance/Effort' section has a table with columns: Prev, Mark, Comments, Edit, and Misc. The bottom of the screen has buttons for Term Comments, Services, Performance/Effort Levels, Reassign Curriculum, Enter Adhoc Fiel..., and Copy Marks.

The first student in the homeroom will display.

The screenshot shows the 'Mark Entry Screen' window with the first student's data displayed. The 'Reporting term' is set to 'ADV 1-YR'. The 'Student Data' section shows Last Name: Eugene, Preferred Name: Eugene, Pupil No.: 03, and Grade: 03. The 'Subjects/Skills' section has a table with columns: Prev, Mark, Comments, Edit, and Misc. The bottom of the screen has buttons for Term Comments, Services, Performance/Effort Levels, Reassign Curriculum, Enter Adhoc Fiel..., and Copy Marks.

Use the up/down arrows to scroll through the students in the homeroom.



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Each of the Subject/Skills level for the student's report card is listed under the **Performance/Effort** section.

5. Enter the student's mark in the **Mark** column for each Subject/Skill level.

Subjects/Skills	Performance/Effort	Mark	Comments
READING/ENGLISH LANGUAGE ARTS (Overall)		4	
Language Development			
Identifies the meaning of common prefixes and suffixes		B	
Identifies roots of words.		B	
Recognizes that some words and phrases have both a l		B	
Uses context of the sentence to determine the intended		B	
Beginning Reading			
Applies knowledge of common spelling patterns to read		S	
Reads aloud from familiar prose and poetry with fluency		S	
Informational Text			
Identifies the purpose or main point and supporting deta		S	
Identifies the facts given in a text.		S	

If an invalid mark is entered in the mark column, an Invalid Mark message will appear in the lower left corner of the screen.

Invalid Mark

6. Select the **Save** button to save your work.



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### Entering Comments by Student

1. To enter student comments, click the **Term Comments** button.

The screenshot shows the 'Mark Entry Screen' window. At the bottom, there is a row of buttons: 'Term Comments', 'Services', 'Performance/Effort Levels', 'Reassign Curriculum', 'Enter Adhoc Fiel...', 'Copy Marks', and a 'Save' button (represented by a floppy disk icon). The 'Term Comments' button is circled with a black oval.

2. Type the student comments in the **Teacher Comments** free-form text field.

The screenshot shows the 'Progress on Goals/Teacher Comments' window. It has three tabs: 'From curriculum', 'My comments', and 'School comments'. The 'My comments' tab is selected. Below the tabs is a large text area labeled 'Teacher Comments' containing the text 'A pleasure to have in class.'. At the bottom right, there is a 'Save' button (represented by a floppy disk icon). An arrow points from the text '2.1 Click the Save button to save the comment.' to the 'Save' button.



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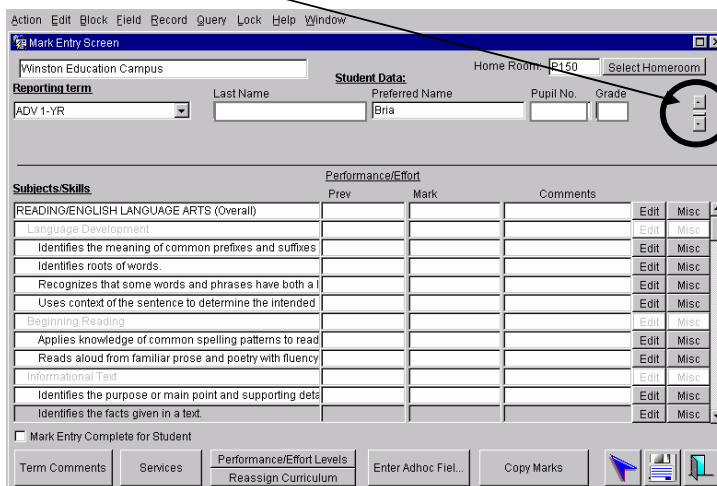
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3. After all entries are entered for a student's report card, click the Save  button to save your work and check the **Mark Entry Complete for Student** checkbox.



The screenshot shows the bottom of the Mark Entry Screen. The checkbox 'Mark Entry Complete for Student' is checked and circled. Other buttons visible include 'Term Comments', 'Services', 'Performance/Effort Levels', 'Reassign Curriculum', 'Enter Adhoc Fiel...', 'Copy Marks', and navigation icons.

Use the down arrow to advance to the next student.



The screenshot shows the Mark Entry Screen for a student named 'Bria'. The 'Mark Entry Complete for Student' checkbox is checked. The 'Next' button (down arrow) is circled. The screen displays a table for 'Subjects/Skills' with columns for 'Prev', 'Mark', and 'Comments'. The table lists various skills under 'READING/ENGLISH LANGUAGE ARTS (Overall)' and 'Beginning Reading'. The 'Mark Entry Complete for Student' checkbox is checked.

Repeat steps 4-6 under the Enter Marks by Student section until all of the students have received grades for the Reporting Term. Repeat steps 1-3 under the entering comments section until all of the students have received comments.



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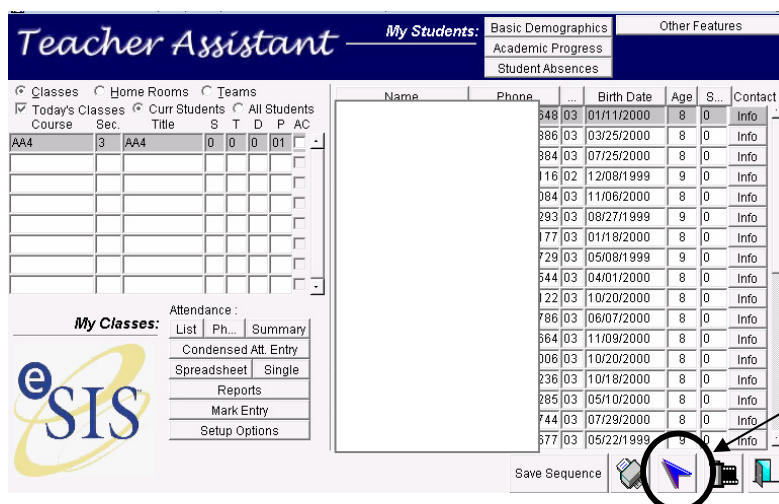
### Teacher Assistant

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## Mark Entry by Class

Entering marks by class gives the user the ability to enter marks for each student in the homeroom for each subject or skill area.

1. From Teacher Assistant start screen, click the blue **Navigate** button.



Clicking the Navigate button calls the **Navigate To** window.

2. In the Find field on the Navigate To window type **dcps%** and click the **Find** button. A list of entries that begin with “DCPS” will appear.



# STARS

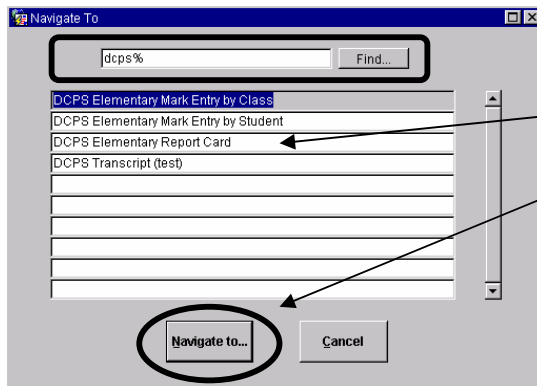
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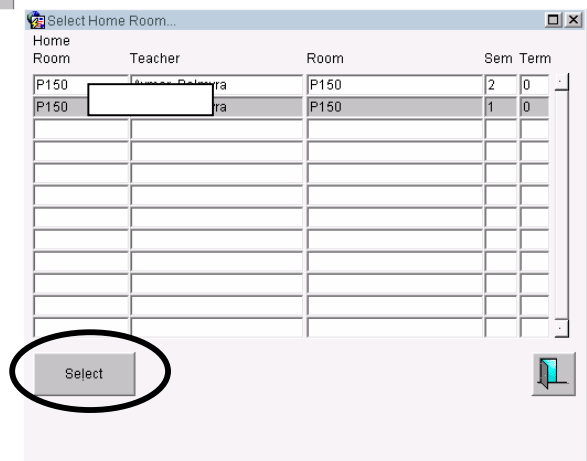
## Mark Entry Guide



Locate and click the DCPS  
**Elementary Mark Entry by Class**  
title and select the **Navigate to**  
button to enter the module.

3. Click the Select button. The DCPS Elementary Mark Entry by class screen will display.

*Note: Education Campuses are not required to select a homeroom; grades may be entered for all advisories under the highlighted homeroom.*







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- On the DCPS Elementary Mark Entry Screen, use the drop down menu to select the **Reporting Term** for entering marks.

Winston Education Campus

Reporting Term: **ADV 1-YR**

Grade: Gr. 02 -  
Gr. 03 -

Subject/Skills: Undefined Model

Home Room: P150

Select Homeroom

Pupil Number	Pupil Name	Prev	Mark	Comments	Edit	Misc
					Edit	Misc
					Edit	Misc
					Edit	Misc
					Edit	Misc
					Edit	Misc
					Edit	Misc
					Edit	Misc
					Edit	Misc
					Edit	Misc
					Edit	Misc

☐ Mark Entry Complete for Class

Term Comments Services Performance/Effort Levels Copy Marks

**NOTE:** The selected homeroom is displayed.



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5. Select the grade level of the homeroom in the **Grade** column.

Winston Education Campus

Reporting Term: ADV 1-YR

Grade: Gr. 02 - Gr. 03 -

Subject/Skills: READING/ENGLISH LANGUAGE ARTS (Overall), Language Development, Identifies the relevant meaning for a word with multiple mea, Identifies and uses prefixes and suffixes (e.g., un-, re-, ful-, h, Beginning Reading, Decodes phonetically regular multi-syllabic words fluently u

Pupil Number	Pupil Name	Prev	Mark	Comments	Edit	Misc
					Edit	Misc
					Edit	Misc
					Edit	Misc
					Edit	Misc
					Edit	Misc
					Edit	Misc
					Edit	Misc
					Edit	Misc
					Edit	Misc
					Edit	Misc

☐ Mark Entry Complete for Class

Term Comments Services Performance/Effort Levels Copy Marks

- A list of subject/skill entries displays after the grade level is selected.

6. Select the desired subject/skill. The list of students' names and pupil numbers will display.

Winston Education Campus

Reporting Term: ADV 1-YR

Grade: Gr. 02 - Gr. 03 -

Subject/Skills: READING/ENGLISH LANGUAGE ARTS (Overall), Language Development, Identifies the relevant meaning for a word with multiple mea, Identifies and uses prefixes and suffixes (e.g., un-, re-, ful-, h, Beginning Reading, Decodes phonetically regular multi-syllabic words fluently u

Pupil Number	Pupil Name	Prev	Mark	Comments	Edit	Misc
	pom, Quentin				Edit	Misc
	ffin, Kahlira				Edit	Misc
	with, Tyrell				Edit	Misc
					Edit	Misc
					Edit	Misc
					Edit	Misc
					Edit	Misc
					Edit	Misc
					Edit	Misc
					Edit	Misc

☐ Mark Entry Complete for Class

Term Comments Services Performance/Effort Levels Copy Marks



## Mark Entry Guide



## Entering Comments by Class

1. To enter a comment for each student in the class, click the student's pupil number (this ensures that the comment will be entered for the correct student) and select the **Term Comments** button.

The screenshot shows the 'Elementary Mark Entry by class' window. At the bottom, there is a row of buttons: 'Term Comments', 'Services', 'Performance/Effort Levels', and 'Copy Marks'. The 'Term Comments' button is circled in red.

2. Type the comments in the Teacher Comments free-form text field.

The screenshot shows the 'Progress on Goals/Teacher Comments' window. It has three tabs: 'From curriculum', 'My comments', and 'School comments'. The 'My comments' tab is selected. Below the tabs is a large text area for 'Teacher Comments'. The text 'A pleasure to have in class.' is entered in this field. At the bottom right, there is a 'Save' button. An arrow points from the text '2.1 Click the Save button to save the student comments.' to the 'Save' button.



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3. From the DCPS Elementary Mark Entry by class screen, select another student by selecting the pupil number to enter Teacher Comments.
4. Select Term Comments as discussed in Step 1, and repeat steps 2- 2.1 until all comments are entered for each student.
5. Select the next Subject/Skills area for entry of grades by clicking on the next description.

Repeat steps 6-7 under the Entering Marks by Class section and steps 1-2.1 under the Entering Comments by Class until all of the marks and comments are entered for each student per Subject/Skill level.



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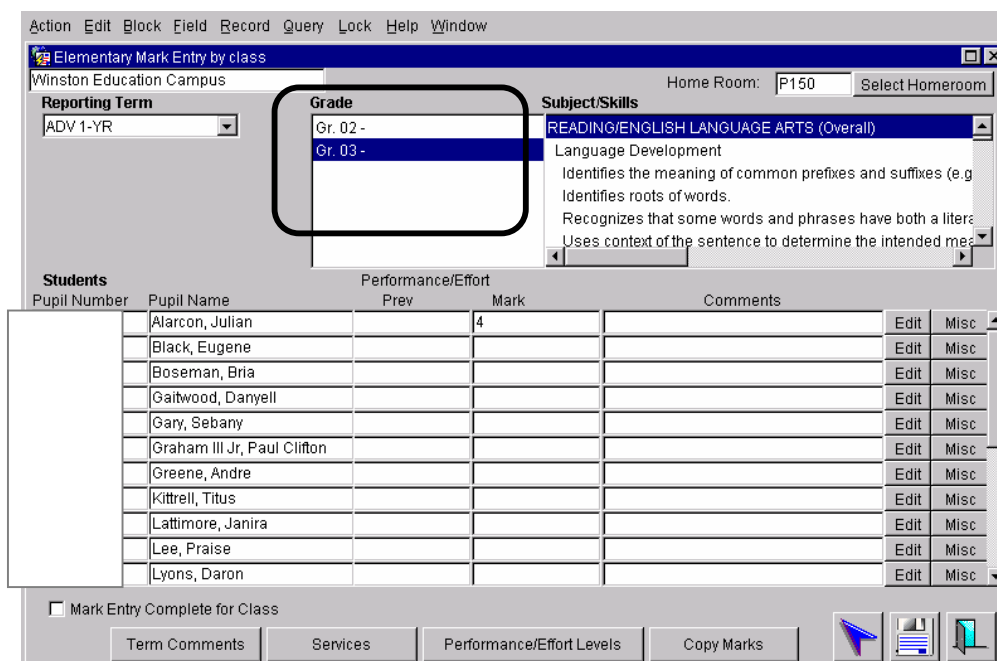
After all entries are entered for the class, click the Save  button to save your work and check the **Mark Entry Complete for Student** checkbox.



☒ Mark Entry Complete for Student

Term Comments Services Performance/Effort Levels Enter Adhoc Fiel... Copy Marks

If the homeroom teachers teach multiple grades in the homeroom, select the next grade level in the **Grade** column.



Winston Education Campus Home Room: P150 Select Homeroom

Reporting Term: ADV 1-YR

Grade: Gr. 02 - Gr. 03 -

Subject/Skills: READING/ENGLISH LANGUAGE ARTS (Overall)  
Language Development  
Identifies the meaning of common prefixes and suffixes (e.g.  
Identifies roots of words.  
Recognizes that some words and phrases have both a litera  
Uses context of the sentence to determine the intended me

Pupil Number	Pupil Name	Prev	Mark	Comments	Edit	Misc
	Alarcon, Julian		4		Edit	Misc
	Black, Eugene				Edit	Misc
	Boseman, Bria				Edit	Misc
	Gaitwood, Danyell				Edit	Misc
	Gary, Sebany				Edit	Misc
	Graham III Jr, Paul Clifton				Edit	Misc
	Greene, Andre				Edit	Misc
	Kittrell, Titus				Edit	Misc
	Lattimore, Janira				Edit	Misc
	Lee, Praise				Edit	Misc
	Lyons, Daron				Edit	Misc

☐ Mark Entry Complete for Class

Term Comments Services Performance/Effort Levels Copy Marks

Repeat the previous steps under Mark Entry by Class and Entering Comments by Class until mark entries for all grade levels are complete.



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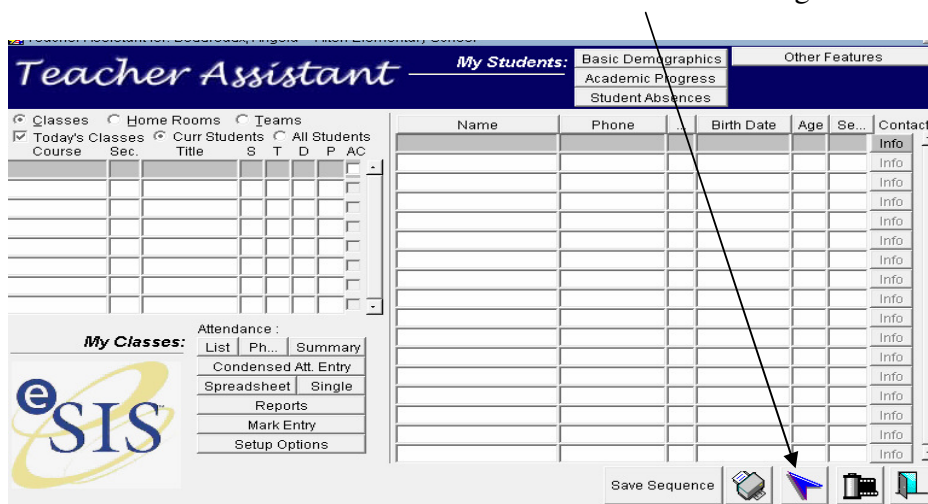
### PILOT

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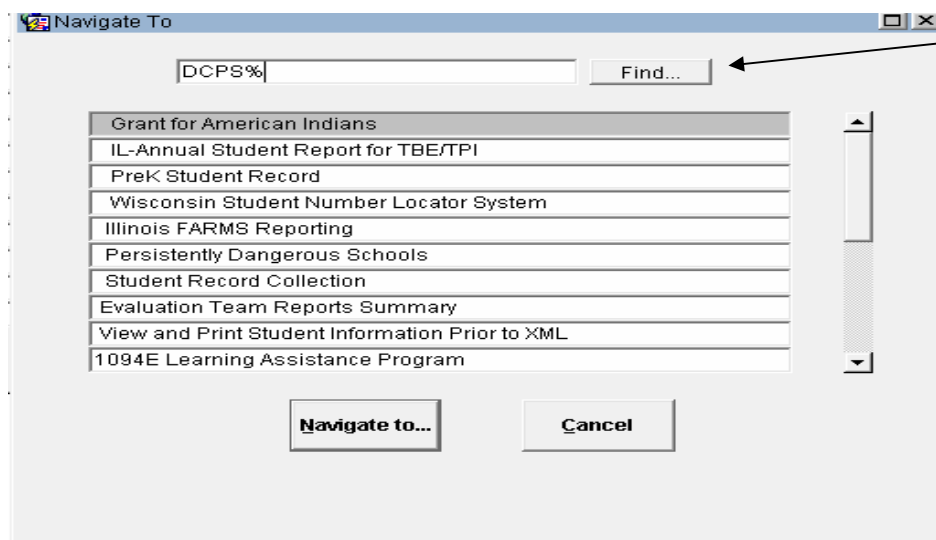
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## Printing Report Cards

1. From the Teacher Assistant Start Screen Click the Navigate Button



2. Type **dcps%** in the Find field.



- 2.1 Click the find button



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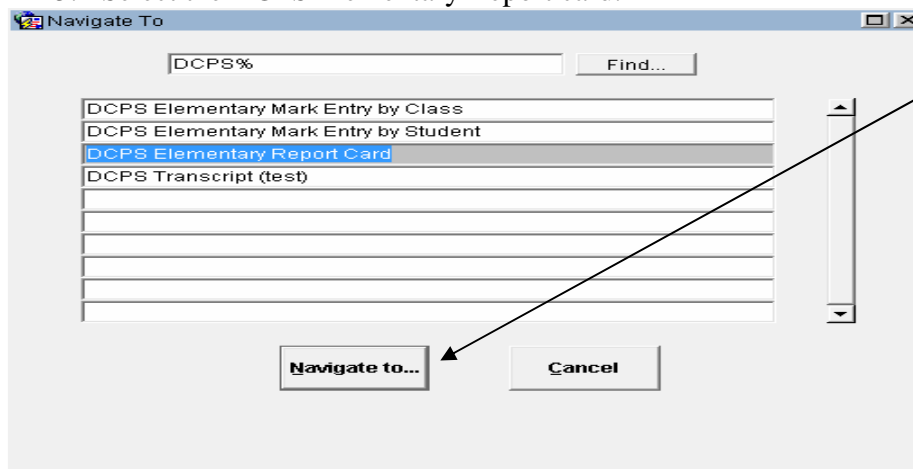
## Electronic Elementary Report Card

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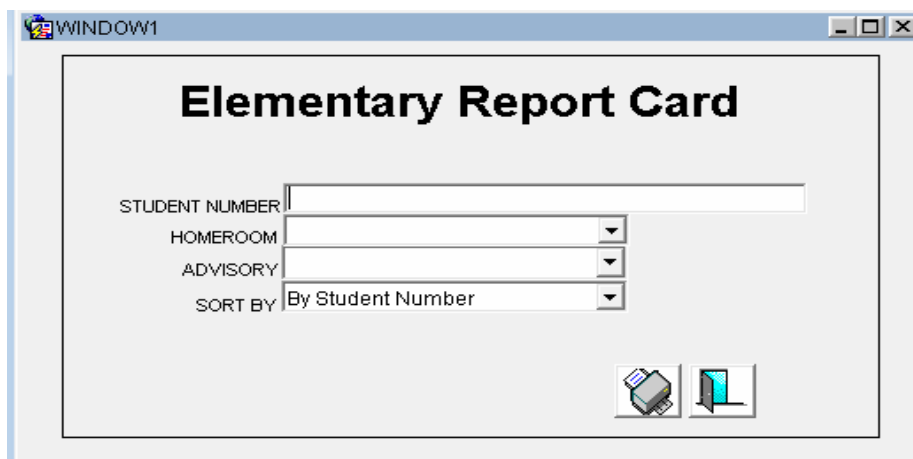
### Teacher Assistant

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3. Select the DCPS Elementary Report card.



3.1 Click the Navigate to button.



4.0 Enter the student's Pupil Number in the PUPIL NUMBER field to generate a report card for an individual student.

4.1 Select the Homeroom from the HOMEROOM drop down menu to generate report cards for the entire homeroom.

4.2 Select the appropriate advisory from the ADVISORY drop down menu.

4.3 Select the desired sort option from the SORT BY drop down menu.

4.4 Click the Print Icon  to view the Report Cards.





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Click **File > Print** to print the Report Cards.

**File** Edit View History Bookmarks Tools Help

- New Window Ctrl+N
- New Tab Ctrl+T
- Open Location... Ctrl+L
- Open File... Ctrl+O
- Close Window Ctrl+Shift+W
- Close Tab Ctrl+W
- Save Page As... Ctrl+S
- Send Link...
- Page Setup...
- Print Preview
- Print... Ctrl+P**
- Import...
- Work Offline
- Exit

http://166.91.0.140:7781/reports/rwservlet/getjobid1909?server=repes

getjobid1909 (application/pdf Obj...)

1 / 3 130% Find

**DISTRICT OF COLUMBIA PUBLIC SCHOOLS**  
**1ST GRADE REPORT CARD**  
**SY 2008**

name: \_\_\_\_\_  
#: \_\_\_\_\_

School: Bancroft Elementary School  
Teacher: \_\_\_\_\_

**REPORTING KEY**

**Progress in Subject Area**

- 4 = Exceeds the Standard (Advanced):** Student takes initiative to exceed the standard; consistently produces excellent work, applying skills/concepts correctly; shows creativity and insight.
- 3 = Meets the Standard (Proficient):** Student produces work that meets the standard; frequently produces work of high quality; applies skills/concepts correctly.
- 2 = Approaches the Standard (Basic):** Student shows a basic working knowledge of skills/concepts; produces satisfactory work; usually applies skills/concepts correctly.
- 1 = Does not Meet the Standard (Below Basic):** Student does not show basic working knowledge of skills/concepts; seldom produces work of satisfactory quality.

**For Skills/Expectations Within Subject Area**

S = Secure      D = Developing      B = Beginning      N = Not Introduced

**A Note to Parents/Guardians:** Please keep in mind that many of the standards are just being introduced during the early advisory periods. Students may not reach proficiency or exceed proficiency on those standards until later in the school year.